

How to Complete the Claim for Exemption Form and its Components:

The Claim for Exemption Form allows claimants to file any number of claims on the same form.

Claimants must provide information in all seven parts of the form which include:

PART I: Claimant's contact information and other basic information including whether you are a supplier or employer, and whether the claim is original (new) or re-filed.

PART II: Describes the Subjects of Claim for suppliers and employers to be used in Part III. Subjects of Claim are the types of items related to a controlled product which may be claimed for exemption such as; the chemical identity of an ingredient, the concentration of an ingredient and the name of a toxicological study that identifies an ingredient.

PART III: You enter the Product Identifier, the previous HMIRC Registry Number if applicable and the Subjects of Claim as described in PART II.

PART IV: Summary information that supports the claim(s) for exemption. This includes information on the material loss or gain related to your claim, and details on research and development costs.

Sections of PART IV:

1. Access to confidential business information relative to this application

2. Measures taken to maintain information confidentiality

3. Material loss/gain relative to this application:

Note: Only one section of question 3 needs to be completed (A or B):

3A. Economic value and material financial loss to the claimant **OR**

3B. Economic value and material financial gain to the claimant's competitors

4. Resources invested in Research and Development.

Note: Part IV information may also be included in the separate envelope with the confidential business information in PART VII.

PART V: Automatically calculates applicable fees relative to the claim(s) entered in the form. Choose your mode of payment, and if relevant, complete the credit card application form.

PART VI: Sign the Declaration that states the information you have entered in the form is true.

PART VII (Confidential Business Information): Provide confidential business information regarding the controlled product and/or products in your claim. This information should be submitted in a separate sealed envelope.

As part of the claim assessment, the Commission needs to review the full composition information. This is to ensure that all the ingredients which are required to be disclosed under the CPR have, in fact, been disclosed.

For our mutual convenience and to ensure a timely review of your claim, it would be appreciated if you could provide it as an attachment with the PART VII information. The privileged nature of this information is, of course, protected under Section 46 of the Hazardous Materials Information Review Act in the same manner as all other claim-related data.